

You Are Invited to The SAS Norfolk Conference on Friday, 26 November, 2004, at Dereham Football Club

I would like to attend the conference on 26 November:

	Title	First Name	Surname
Name:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Position:	<input style="width: 100%;" type="text"/>		
School:	<input style="width: 100%;" type="text"/>		
E-mail:	<input style="width: 100%;" type="text"/>		
Special requirements: (ie wheelchair access, dietary requirements)	<input style="width: 100%;" type="text"/>		

Discussion Groups

Please mark these in order of preference:

Workshop	Preference
School Governance	<input style="width: 100%;" type="text"/>
Health And Safety	<input style="width: 100%;" type="text"/>
Premises	<input style="width: 100%;" type="text"/>
School catering	<input style="width: 100%;" type="text"/>
Audit	<input style="width: 100%;" type="text"/>
Bursars Role in Ofsted Framework	<input style="width: 100%;" type="text"/>
Cleaning Contracts	<input style="width: 100%;" type="text"/>

Please return this form by fax to Clare Briscoe, Education Financial and ICT Services on 01603 222505, or by post to the address at the top of the letter, by 30 September.

SAS Conference
Friday, 26 November, 2004
Dereham Football Club

DRAFT AGENDA

Conference for Business Managers, Senior Admin or person in charge of non curriculum areas

- | | |
|-------|---|
| 9:00 | Registration/Coffee |
| 9:30 | Welcome - Dr Bryan Slater Director of Education |
| 9:45 | Training for Bursars – K Hughes/B Symonds |
| 10:30 | Coffee/Exhibits |
| 11:00 | Workforce Reform and Performance - G Hornsby |
| 11:45 | Round the table Discussion Groups: <ul style="list-style-type: none">School GovernanceHealth and SafetyPremisesSchool cateringAuditBursars Role in Ofsted FrameworkCleaning Contracts |
| 12:45 | Lunch and Exhibits |
| 2:00 | Budgets and the future – P Fisher |
| 2:30 | Plenary |
| 3:00 | Coffee/Tea/Close |